



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

October 4, 2010

**Approved
11/29/2010**

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, Co-Chair	Whitney Engeran-Cordova	Kyle Baker	Jane Nachazel
Anthony Braswell, Co-Chair	Jeffrey Goodman		Jim Stewart
Sergio Aviña	Michael Johnson		Craig Vincent-Jones
Al Ballesteros	Lee Kochems	PUBLIC	Nicole Werner
Nettie DeAugustine	Mario Pérez		
Brad Land	Fariba Younai	None	
Angélica Palmeros			
Kathy Watt			

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- 4) **Template:** Committee Handbook, 10/4/2010
- 5) **Agenda:** Commission on HIV Annual Meeting Agenda, 10/14/2010
- 6) **Table:** Los Angeles County Commission on HIV, Monthly Task Priority Plan, October 2010, 10/4/2010

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:24 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (**Passed by Consensus**).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the Executive Committee Meeting minutes (**Postponed**).
4. **PARLIAMENTARIAN REMARKS:** Mr. Stewart announced he was elected President of the State Association of Parliamentarians.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:** The November Commission meeting was tentatively rescheduled to 11/4/2010 or 11/18/2010 due to Veteran's Day, pending confirmation with St. Anne's and the PPC (the 4th would require the PPC to start their meeting later). The Executive Committee will be scheduled for 10/25/2010 or 11/8/2010 depending on the final date selected.

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A. Letter of Concurrence:

- Mr. Vincent-Jones reported that the Co-Chairs' Letter of Assurance must accompany the Ryan White application, which was due the following week.
- The letter serves as confirmation that: FY 2010 Part A and MAI funds are being expended according to the planning council's priorities and allocations; FY 2010 Conditions Of Award (COAs) related to the planning council have been submitted; the planning council determined FY 2011 priorities using its approved process; planning council membership training was provided; and, the planning council is representative and reflective of the local epidemic.
- There are no issues with COAs, FY 2011 priority-setting, or representation/reflectiveness. The Commission provides ongoing training, but is now also developing and implementing a comprehensive training program.
- Mr. Vincent-Jones also indicated that the OAPP representative had previously told the P&P Committee the October letter only addressed consistency with allocations, not expenditures. Mr. Vincent-Jones, however, reviewed the instructions and discovered that both the May and October letters are expected to account for allocations and expenditures.
- He pointed out that P&P had initiated the conversation because, to date, Health Insurance Premiums/Cost-Sharing, Benefits Specialty and SPA 1 expenditures were not consistent with FY 2010. OAPP agreed, he reported, that the SPA 1 allocations had been significantly delayed, and it was doubtful Benefits Specialty could be implemented before program year's end. The RFP for Health Insurance Premiums had not even been written yet. Mr. Baker noted the SPA 1 RFP was issued and a contractor had been selected, but a protest over the selection had put work on hold.
- He reminded the Committee that May's Letter of Concurrence had provisionally endorsed OAPP's compliance with the allocations, but Mr. Vincent-Jones was concerned that a provisional letter with the application could have a more detrimental effect. On the other hand, the planning council has a responsibility and must exercise its proper due diligence in discharging that responsibility, including accurate reporting.
- Ms. Watt said P&P knew that Health Insurance Premiums could not be implemented until closer to program year's end when it determined the FY 2010 allocations, but expressed concern that the delays are so substantial it was beginning to look questionable for FY 2011 as well.
- She added that the Benefits Specialty RFP had been released and agencies had submitted their applications in response, but there was little news about its current status—although the P&P Committee had known that it could not be implemented until the last half of the year. She conjectured that coordinating Benefits Specialty with the other new services categories could be posing a greater challenge than expected, although OAPP had not clarified the cause of the delays.
- Mr. Vincent-Jones said the priority- and allocation-setting process was designed to conclude 11 months before the year for which the allocations were determined based on the timeline that OAPP had given the Commission several years earlier. Within the last six months, OAPP had requested that the lead time be extended to 15 months, but the Executive Committee rejected it noting that would require priorities and allocations to be determined two years in advance. Due to the State budget cuts, the FY 2010 priorities/allocations had been delayed several months, and, as a result, the Commission was aware that new services might not be implemented until the fourth quarter. Still, most accounts, including OAPP's, questioned whether that would be feasible.
- Mr. Baker noted various factors leading to unanticipated delays, such as the potential impact of health care reform on all services. Ms. DeAugustine felt that the implementation of health care reform in 2014 was an unacceptable reason for delays, given there would be plenty of time to modify impacted contracts.
- Mr. Braswell suggested language indicating the possibility that certain expenditures were not yet consistent with allocations. Mr. Vincent-Jones felt such a statement would still indicate noncompliance. Mr. Ballesteros recommended noting the progress that had been made in those service categories.
- Mr. Braswell asked what period the letter covers. Mr. Vincent-Jones replied the letter will be completed in the following week and addresses the fiscal year ending 2/28/2011, but could realistically only report on the current period to date. Mr. Braswell suggested adding "to date," so that it covers the current situation, but allows for future variances.
- Mr. Land felt that noting inconsistencies could negatively impact the application and was not in favor of addressing them in the letter, but added that a local corrective action plan is essential. Mr. Vincent-Jones responded that the Procurement Reform Work Group was already working on the problem of delayed procurement/contracting.
- ➡ Verify all work was completed to implement the SPA 1 contract, and that it was delayed due to extenuating circumstances beyond OAPP's control.

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- ⌚ Action plan: Ms. Bailey, Mr. Braswell, Mr. Goodman (if available), Ms. Watt, and Mr. Vincent-Jones will finalize the Letter of Assurance which will not note FY 2010 implementation inconsistencies with allocations. They will then meet with Mr. Pérez to address implementation delays in the context of the continuing MOU discussions and report back on a resolution timeline.

B. Work Plan Review:

- Mr. Vincent-Jones indicated that the Executive Committee priority is the Annual Meeting, planning for which is moving forward.
- ⌚ Agendize work plan review at the start of the Executive Committee meeting hereonout.

C. Committee Handbooks:

Mr. Vincent-Jones reported that he is drafting the committee handbooks in time for the Annual Meeting, and would try to get them to get committee co-chairs their respective handbooks prior to the meeting to review, but that there were a number of other Annual Meeting-related tasks as well (e.g., unmet need, health care reform, TLC+ plans and work group meetings) with the same due date(s). Committees will have the opportunity to review their handbooks at their November meetings and finalize them after.

9. ANNUAL MEETING:

- Mr. Braswell reported that he, Ms. Bailey and Mr. Vincent-Jones held a conference call with Donna Yutzy to prepare for her facilitation of the Annual Meeting. All noted the agenda is ambitious, so it was critical to keep the meeting moving forward. Ms. Yutzy was prepared to require stringent adherence to a no-cell phone, no-laptop prohibition at the meeting.
- Mr. Vincent-Jones said groups were meeting to develop the various components. Mr. Braswell felt the committee handbook presentations would be helpful as many people do not understand the various committee roles. However, he cautioned, the committee co-chairs would need to keep their presentations efficient and tight.
- Mr. Vincent-Jones said that each of the Commission initiatives would be presented by the responsible body: the Unmet Need plan by the P&P Committee; Testing and Linkage to Care (TLC+), Treatment Plus by the Commission/PPC Integration Task Force; and the Health Care Reform (HCR) plan by the JPP Committee. Ms. Yutzy planned to break participants into work groups to enhance/elaborate on the plans and strategize how to incorporate them and other issues into the Comprehensive Care Plan goals and objectives.
- Ms. Watt felt National HIV/AIDS Strategy more pressing than Health Care Reform, which does not fully roll out until 2014. Mr. Baker added that there was little new known about Health Care Reform. Mr. Vincent-Jones said that the JPP subcommittee addressing it had not yet finished its review, and was not yet in a place to determine the timeline to address and prepare for Health Care Reform-related issues.
- The Annual Meeting venue was the Wilshire Hotel, across the street from the Metroplex (Commission office building); parking would be at the Metroplex. The agenda would be released the following week.

10. EXECUTIVE DIRECTOR'S REPORT:

- Mr. Vincent-Jones said that not all priorities were completed in September, and that he had been out-of-town at All Grantees for a week.
- He recommended the following October work priorities:
 1. **Annual Meeting:** The agenda has been set, so work must be completed for the 10/14/2010 meeting.
 2. **Sole Source Requests/RFP Scope of Work: Donna Yutzy, Uncharted Territories (Doc Klein), Mosaica, Compass, Judy Walker, Kathleen Clannon and Phil Meyer Sole Source Requests; Assessment of the Administrative Mechanism (AAM) RFP.** The scopes need to be submitted as soon as possible in order to begin work when they are approved, and the Executive Office is now dealing with a new PO procurement process.
 3. **ESE Provider Surveys and Data-Populated Capacity Resource Model:** He reported one more meeting is scheduled on the surveys, after which they should be ready to be sent out.
 4. **Pol. #05.8001, Grievance Procedures for Consumers and Stakeholders:** This SOC policy/procedure is prioritized as it has to go to the Board for approval which may take additional time. It is needed for standards publication.
 5. **Comprehensive Standards of Care Production (Editing/Design):** The copy editor and designer have completed the work they can to date, but one person familiar with the standards has to review all of them for consistency. Likewise, the work cannot be done piecemeal or it will undermine consistency of the editing. Mr. Vincent-Jones noted Mr.

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Braswell had suggested an intern to help. That might be feasible as the intern could work with Mr. Vincent-Jones in his office.

- 6. **Briefs: Health Care Reform Policy (Medi-Cal) and Immigration/Naturalization Program/Planning:** The Health Care Reform Brief is drafted, and requires a final review.
- 7. **Comprehensive Training Plan:** This is nearly complete. Operations has an extended meeting 10/5/2010 on it.
- Mr. Stewart said he totaled the time estimates and they equaled 370 days of work, which is unfeasible. Mr. Vincent-Jones expressed his appreciation of the request to also note the actual time consumed finishing the project, as it is very challenging to project how long a task will take in advance. Hopefully, these comparisons will improve the time consumption estimates over time, but they are still estimates. He added that Mr. Stewart's point, however, was well-taken and there was too much work to realistically finish in the time available. That is why he began bringing the monthly work plans to the Executive Committee. Ms. Bailey also noted that time should be set aside for unexpected work/priorities.
- ⌚ Defer Priorities 4 and 5, Grievance Procedure and Standards of Care Production, until November. In the meantime, the Commission and SOC Co-Chairs will develop a practicable plan for completion.
- ⌚ Defer Priority 6, briefs, until December. Ms. Bailey and Mr. Braswell will update the JPP co-chairs.

11. OFFICE OF AIDS PROGRAMS AND POLICY (OAPP) REPORT:

- Mr. Baker reported OAPP is finishing the Part A application and the community review was scheduled for 10/7/2010.
- ⌚ Mr. Vincent-Jones will email additional information on the community review as soon as it available.

12. HIV EPIDEMIOLOGY REPORT: There was no report.

13. CONSUMER CAUCUS REPORT:

- Mr. Vincent-Jones reported the Work Plan and Caucus Handbook are being developed. They will differ from committee documents as the Caucus is a different structure not covered by the Brown Act. A caucus is generally responsible for expressing the membership's voice on all areas rather than having responsibility for a specific area, as committees do.
- OAPP responses to "Meet the Grantee" questions were reviewed and a Caucus response to them is being developed.
- Mr. Land reported he and Fredy Ceja attended an excellent Mosaica workshop on consumer participation at All Grantees. It was a tool that can be applied to the Commission, which includes relations with those served, community representation, recruitment and evaluation of process. He felt the tool could inform the Consumer Caucus work plan.

14. PREVENTION PLANNING COMMITTEE (PPC) REPORT:

- Ms. Watt reported the new PPC structure was approved at the September meeting and implementation is advancing.
- A. **Commission/PPC Integration Task Force:** She reported the Task Force met 10/1/2010 and is continuing TLC+ work.

15. STANDING COMMITTEE REPORTS: The committees will not report in October due to the Annual Meeting.

A. Joint Public Policy (JPP):

- 1. **State FY 2010-2011 Budget:** This was placed on the agenda in case there was news, but there has been none.

B. Operations:

- Mr. Vincent-Jones noted the Committee recommended formation of a Latino Caucus at its September meeting.
- A specific Caucus was recommended for Latinos because of the unique difficulty recruiting and engaging potential members from the population.
- Additionally, the PPC-sponsored Latino Task Force is winding down, so a Commission-sponsored Latino Caucus could carry forward that and other work.

C. Standards of Care (SOC): There was no report.

D. Priorities and Planning (P&P):

- Ms. Watt noted about how new subcommittees and work groups had been initiated in the last few months. While well intentioned, she was concerned about burn-out. Mr. Baker felt effectiveness would be undermined by attempting to do so much at once.

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- Ms. Watt suggested work be prioritized with two or three committees completing key initiatives before moving on. She felt some P&P topics, such as unmet need, could have been addressed earlier in the year.
- Mr. Vincent-Jones noted committees decide/revise priorities via their work plans. Most new work groups had been included in the plans, approved by the respective committees, although JPP added a couple of smaller ones at its last meeting. Operations and SOC do most work at the committee level, so most of the work groups are in the JPP or P&P Committees. He agreed these often have many of the same people and suggested the respective committee co-chairs consider their priorities, as suggested, and start assigning other committee members to some of the additional activities, rather than always relying on the same active members.
- Mr. Braswell commented decisions in one committee can affect another, so co-chairs need to be cognizant of that. He added the work plans have laid out clearly the scope of work being addressed in order to prioritize it better.
- Mr. Vincent-Jones pointed out the Monthly Task Priority Plan is designed to manage prioritization. It was initiated at the Executive Committee, given its role to coordinate Commission work flow and balance multiple, concurrent committee priorities.
- Mr. Stewart added that the Executive Committee must hear staff when they cite time and staffing limitations as new work/priorities are added.
- Mr. Land said he understands, as a past committee co-chair, the pressure for co-chairs to keep moving towards goals and objectives. He felt the balance between that co-chair role and effective prioritization was slipping. Mr. Braswell noted a natural tendency to focus more on one's own work, but the Executive Committee had to be more diligent about stepping above individual committee needs and overseeing the balance of work at the Commission level.
- Several committee members noted that recent circumstances have been pushing all to move so quickly from one project to the next that there had been little chance for respite or rejuvenation.

16. NEXT STEPS: There was no additional discussion.

17. ANNOUNCEMENTS: There were no announcements.

18. ADJOURNMENT: The meeting was adjourned at 12:20 pm.